



MSP POLICY / PROCEDURE GLOSSARY

(if a term isn't available here please refer to the DOC glossary located on the intranet)

Abuse - any unwarranted physical actions which result in pain, bodily harm, or other inappropriate physical acts which violate the human rights of facility/program offenders. Abuse also incorporates unwarranted acts which adversely affect the mental or emotional well being of offenders including threats, harassment, cursing and shouting.

Active Counter Measures - action taken to effectively escort, overcome, or restrain an offender; including: 1) Physical Force; 2) Self Defense Techniques; 3) Restraints; 4) Oleoresin Capsicum; 5) Chemical Agents/Aerosol Irritant; 6) Batons; 7) Kinetic Stunning Devices; 8) Water Hoses.

Adult Offender - any offender incarcerated in a Department of Corrections facility such as Montana State Prison, Montana Women's Prison, Treasure State Correctional Training Center and regional prisons.

Adult Pre-Release Center - a residential facility for adult offenders, located in a community, which offers room and board, supervision, counseling and treatment.

Altered Item – an item that has been altered and or is being used for purposes other than its original intended use.

Assisted Living - residential or supportive services which provide help with day-to-day tasks, without which services an offender could not successfully be maintained in a community placement. Assisted Living Services are only considered for clinically necessary indications.

Baton - kubaton, extendable baton, and riot baton which may be made of plastic, aluminum, or a similar substance.

Bloodborne Pathogens - pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B virus (HBV) and Human Immunodeficiency Virus (HIV).

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Call Out (staff) - when a worker is called to report from leisure time outside of his/her regularly assigned work schedule. Call Out does not include time that the employee is scheduled to work either preceding or following his/her regularly scheduled work day. See definitions for Holdover Time and Scheduled Overtime.

Canteen / Commissary - an on-site outlet where offenders can make small purchases of personal needs items, snack foods and other assorted items as approved by the management.

Cause - any indication that an offender may be using an unauthorized substance or any substance in an unauthorized manner. Such indication may be direct (observed by a staff person), hearsay (relayed through other individuals), circumstantial (perceived via reasonable inference), or self-admission.

Census Check - a periodic informal count of inmates in the housing units and at the job/activity sites to determine if any inmates are missing.

Certified Program - a correctional industry that has been certified by the U.S. Department of Justice, and which permits shipments and sales of offender-produced goods across state lines.

Chemical Treatment - any medication determined effective in reducing precedent factors of overt sexual behavior by its continued administration. A current example is medroxyprogesterone, also known as hormonal treatment.

Chronic Care - identification, monitoring and appropriate treatment for illnesses and conditions which have been diagnosed as chronic by the offender's primary care physician. Typically, in correctional medicine, the following diseases are designated for chronic care clinics: hypertension, cardiovascular problems, pulmonary disease, diabetes, seizure disorder, infectious diseases and psychiatric problems.

Clothed Body Search - a search of an inmate during which the inmate is not required to remove his clothing. Also referred as 'Frisk' or 'Pat Down' Search.

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Commitment Paper - a document signed by the committing Judge, and certified by the Clerk of Court, placing an offender under the jurisdiction of the Department.

Continuum Use of Force - applying a progressive level of force used to gain control of an offender, starting with passive counter measures up to and including deadly force. Use of force will be limited to the minimum amount necessary to control the situation.

Criminal History Record Information - information about individuals collected by criminal justice agencies consisting of identifiable descriptions and notations of arrests; detentions; the filing of complaints, indictments, or information and dispositions arising therefrom; sentences; correctional status; and release. This information may include identification information such as fingerprint records or photographs, unless the information is obtained for purposes other than the administration of criminal justice. (44-5-103, MCA)

Crisis Event - refers to a stress-inducing situation incurred in the line of duty by the employee. Crisis events include but are not limited to: moderate injury/accident, medical emergency, misdemeanor-type assault, molestation, escape, use of force/extraction, fire, minor offender provocation, hazardous material response, or minor disturbance.

Critical Incident - any situation which may cause participants and/or witnesses to experience unusually strong physical, psychological or emotional responses which have the potential to impair ability to function, either at the incident or later. Critical incidents include but are not limited to: death, serious injury or accident, discharge of a firearm/shooting, hostage taking, major disturbance/riot, serious offender provocation, suicide attempt, felony-type assault, sexual assault/rape, natural disasters, blood/body fluid exposure, or use of deadly force.

Critical Incident Furlough - the normal work hours an employee is removed from the work site due to a critical incident. The time the employee is removed from the work site is with pay and normally for a maximum of forty hours.

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Critical Incident Review - a review of all aspects of a critical incident.

Critical Incident Stress Debriefing (CISD) - specially structured group meetings between persons directly involved in the critical incident and peer and mental health debriefing staff. CISD is concerned with the physical, emotional, and psychological reactions of individuals, not on the effectiveness of the system response to the incident. CISD must occur prior to the Critical Incident Fact Finding Review (CIFFR).

Critical Incident Stress Debriefing Team Leader - refers to the person who locates the area to be used for the CISDs, coordinates and directs the CISD Team, and develops a specific plan for debriefing.

Critical Incident Trauma - any physical, psychological, or emotional reaction to a critical incident or crisis event that hampers one's ability to function.

CS (chemical name Orthochlorobenzalmalononitrate) - is classified as a lacrimator, color code blue.

Deadly Force - any weapon, implement or body movement which carries substantial risk of death or serious injury being inflicted upon the person against whom the force is being directed, including: 1) the firing of a firearm in the direction of a person, even though no purpose exists to kill or inflict serious bodily harm; and 2) the firing of a firearm at a vehicle in which a person is riding.

Defusing - an informal meeting between a trained CISD team member and affected employees within hours of a critical incident held to immediately assess the affected employees, provide tips on managing critical incident trauma, and allow employees to talk about the incident.

Department Head - as defined in 2-15-102, MCA, means a director, commission, board, commissioner or constitutional officer in charge of a department created by this chapter.

Detention - placement of an inmate in a secure cell/unit as a result of being found guilty of a major category rule infraction.

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Disaster - as defined in 10-3-103, MCA, means the occurrence or imminent threat of widespread damage, injury, or loss of life or property resulting from any natural or man-made cause, including tornadoes, windstorms, snowstorms, wind-driven water, high water, floods, wave action, earthquakes, landslides, mudslides, volcanic action, fires, explosions, or air or water contamination requiring emergency action to avert danger or damage, blight, droughts, infestations, riots, sabotage, hostile military or paramilitary action, or accidents involving radiation by-products or other hazardous materials.

Disciplinary Hearings Officer (DHO) – a staff member designated to conduct inmate disciplinary hearings.

Documentary Evidence - files, records, logs, etc. (helpful for corroboration of both physical and testimonial evidence).

Drug - any substance described in 50-32-101, MCA, et.seq., or any substance, taken through any means of administration, which alters the mood, the level of perception, or brain functioning. Such substances may range from prescription medications to illegal substances, as well as alcohol and solvents.

Electronic Bulletin Board - a remote data base system containing various types of information accessible by means of a computer, a modem, and a telephone line.

Electronic Offender Record - a record that is stored in a computer, floppy disk, or other electronic medium.

Emergency Staff Services Coordinator - the person assigned by the Facility/Program Administrator to coordinate Emergency Staff Services.

Escort Technique - actions to ensure appropriate moderate control of an inmate while moving them. These techniques can also be used in the event further control becomes necessary.

Evidence - any item or information which is utilized in resolving an alleged infraction.

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Flex Cuff – a temporary restraint made of flexible material to be used during emergency situations, or at times when other restraints are not available.

Garbage - includes all garbage, rubbish, and other decomposable and non-decomposable solid waste except liquid waste normally discharged into sewers from the facility buildings, residences, and grounds.

Hazardous Material - any element, chemical compound, or mixture of elements or compounds that may constitute a physical hazard, or health hazard, or constitutes a major environmental hazard as defined in statute.

Hexachlorethane (HC) is classified as an obscurant, color code yellow.

Housing Unit Disciplinary Team - a two- or three-member team appointed by the Unit Manager or appropriate authority for the purpose of hearing minor inmate rule infraction cases.

Independent Inspections - inspections conducted by non-Departmental federal, state and local agencies.

Industry Programs - programs established to provide jobs and/or training for inmates during incarceration under the Department of Corrections.

Inflammatory Agent - a substance like Oleoresin Capsicum (OC) which is derived from the cayenne pepper plant and classified as an inflammatory agent that affects the mucous membranes and the upper respiratory system of those exposed.

Internal Inspection – an inspection conducted by Department staff on an ongoing basis.

Kinetic Stunning Devices - projectile(s) delivered to inflict blunt force designed to temporarily incapacitate.

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Major Emergency - an emergency which is life threatening, was not contained by on-duty staff, and/or which required the assistance of off-duty staff or outside personnel.

Material Safety Data Sheets (MSDS) are written precaution statements specific to a hazardous material with provisions for handling, storage, first aid, disposal and decontamination. (3.2.5)

Mechanical Restraints - devices such as handcuffs, belly chains, and leg irons. (3.1.8)

Medical Provider - an individual licensed in the State of Montana to evaluate, diagnose and recommend medical treatment to offenders.

Mental Health Professional - a licensed clinical social worker, licensed psychologist or other licensed professional counselor who is trained in the critical incident trauma debriefing model, and who has an understanding of, and experience with, both the role of a corrections employee and the Department.

Mental Health Reasons - actions taken for security reasons but in response to suicidal or other behavior by offenders with apparent mental illness.

Mental Health Service - clinical intervention deemed appropriate by a licensed clinician, and which is not otherwise provided by the Department of Public Health and Human Services.

Non-Flammable Propellant - a propellant or delivery system that will not enhance an open flame or cause a fire from a spark.

Nonexempt Employee - an employee subject to the overtime provisions of the Federal Fair Labor Standards Act, and who shall receive premium pay for all hours worked or permitted to work in excess of 40 hours in a work week.

No-Show means an offender was not present for an appointment with a health service provider.

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Objective Classification - a rational, consistent and equitable method used to assess the needs and risks of each offender.

Occasional Volunteer - a person who volunteers services on an infrequent basis.

OC (Oleoresin Capsicum) - a derivative of Cayenne pepper that is classified as an inflammatory agent. Commercial color code black.

On Leave to Custody (OLTC) is when an inmate is removed from Department custody and transported to a county facility by court order, for the purpose of making a court appearance in a civil or criminal matter.

Passive Counter Measures - techniques/strategies used by staff to gain compliance/control of an offender without forcible physical contact such as: 1) Communications; 2) Video-taping of the offender(s); 3) Show of force.

Peer Supporter - an employee certified to provide peer support in the form of one-on-one discussions, diffusing, and assistance to a mental health professional in conducting a Critical Incident Stress Debriefing.

Personal in the context of personal economic interest, or personal interest, or similar context, includes all interests which are within the definition of private interest in 2-2-102, MCA, and all other interests of the employee which are of an economic benefit.

Personal Protective Equipment (PPE) - protective clothing, etc. designed to be worn on the body to protect a person from workplace hazards. Includes latex gloves, face shields, hearing protectors, aprons, etc.

Physical Plant - any buildings or structures, grounds, and built-in equipment that is owned, leased

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and/or occupied by the Department.

Pre-Hearing Confinement (PHC) – temporary placement of an inmate in a locked housing cell for the protection of staff, the inmate, and other inmates while an investigation is being conducted into an alleged incident.

Probation/Parole Officers – department staff who supervise adult or juvenile offenders on Probation and/or Parole status, and/or adult inmate status.

Professional Communication - conversation which relates to the workplace and is professional in nature and which will not compromise any aspect of the employee's workplace or the Department.

Random Sampling - the urinalysis screening, without cause, of a selected group of inmates.

Recreation - non-work related activity intended to refresh body or mind.

Restraints - devices designed for the restriction of movement and control of offenders.

Risk-Based Classification - a method upon which to make custody and supervision decisions by taking into account an assessment of the offender's security needs, criminal history, severity of offenses, behavior patterns, age and other relevant factors. This initial assessment is completed upon an offender's admittance to a facility/program.

Routine Search - the procedure whereby the facility adopts a time, place and frequency of searches. Routine searches may include random searches whereby every person, item or area has an equal chance of being searched.

Safety Committee - a committee of facility staff, designated by the Warden, to ensure that effective safety procedures are implemented at the facility.

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Safety Officer - a trained facility staff person identified by the Warden who, as a part of his/her job description, is responsible to oversee all safety-related activity in the facility.

Security Audit Instrument - a printed document which acts as an aid to security auditors during the course of an audit to define standards, relate issues to specific policy statements, and record observations/notes of the auditor.

Sentenced - means that a district court judge has pronounced judgment and formally signed and dated the sentencing order.

Serious Bodily Injury - injury which creates a substantial risk of death or which causes permanent disfigurement or protracted loss or impairment of the function or process of any bodily member or organ.

Severe Mental Health Problem - any organic, mental or emotional impairment which has a substantial adverse effect on an offender's cognitive or volitional function.

Sex Offender - an offender convicted under MCA, 45-5-502(3), 45-5-503(3) or 45-5-507(4) or so identified by the sentencing court.

Show of Force - movement of appropriate staff and/or equipment/weapons to an incident site for the purpose of convincing an offender(s) that adequate staff and measures are available and will be used to successfully resolve the situation.

Soft Restraints – restraint devices made of leather, canvas or similar type material that may be utilized for mental health and/or medical reasons.

Specialized Response Team (SRT) - a group of specially trained staff whose primary role is to resolve disturbances and effect hostage rescue through tactical means.

Unclothed Body Search - a search during which a person is required to remove his/her clothing. Also

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referred to as a 'Strip Search'.

Unit - a self-contained inmate living area, generally housing not more than 200 inmates, that includes both housing for inmates and office space for unit staff.

Visual Inspection - an examination of inmate's mail without reading it.

GLOSSARY OF COMMON ACRONYMS USED AT MONTANA STATE PRISON

(under development – June. 2009)

A

AA - **A**lcoholics **A**nonymous

ACA – **A**merican **C**orrectional **A**ssociation

AED – **A**utomatic **E**xternal **D**efibrillator

ADA – **A**merican **D**isabilities **A**ct

ADON – **A**ssistant **D**irector **O**f **N**ursing

ADR – **A**dmission **D**ischarge **R**eport

ARM – **A**dministrative **R**ules of **M**ontana

ASAP – **A**s **S**oon **A**s **P**ossible

AW – **A**ssociate **W**arden

B

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BASC - Billings Assessment & Sanction Center

BOP – Board Of Pardons

C

CAC - Cost Accounting Center - an accounting center with unique revenue, expense, and labor account codes for a specific program.

CBT - Competency Based Training – training that has as its objective the mastery of a job-related task.

CCC – Crossroads Correctional Center

CD - Chemical Dependency or Compact Disc – a type of removable computer data storage media.

CEU - Continuing Education Unit.

CI – Confidential Informant

CI number - a term used to describe a unique identifier which is used to grant a user rights and privileges on a computer, computer system or network.

CIO – Chief Information Officer

CM – Case Manager

CNT - Crisis Negotiations Team

CO – Correctional Officer

COP - Court Ordered Payment – an order from a court of competent jurisdiction directing offender fund payments to a payee that may include, but are not limited to, fees, fines, surcharges, and restitution.

CP - Command Post – the location at Montana State Prison where all DOC prisons and facilities, including contracted facilities, prerelease centers, and youth correctional and placement facilities, report all Priority I incidents.

CPR – Cardiopulmonary Resuscitation.

CPB - Contract Placement Bureau - the Department bureau that places and monitors offenders in private and regional prison facilities.

CPU – Classification Placement Unit

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CQI – Continuous Quality Improvement

CS, CN or OC - chemical or inflammatory agents.

CVAC - Crime Victims Advisory Council – the volunteer board appointed by the Department director, composed of crime victims and others closely associated with crime victims. The council provides the Department with direction on policy and legislation affecting victims of felony crime committed by adults.

D

DCCF – Dawson County Correctional Facility

DGAs - Dietary Guidelines for Americans - from the U.S. Depts. of Agriculture and Health & Human Services.

DHI – Disciplinary Hearings Investigator

DHO - Disciplinary Hearings Officer

DISCH - discharge

DNA – Deoxyribonucleic Acid

DNR - Do Not Resuscitate

DOA – Department of Administration

DOC - Department of Corrections

DOJ - Department of Justice

DON – Director Of Nursing

DPHHS - Department of Public Health and Human Services

DRI - Dietary Reference Intake

DSM - Diagnostic & Statistical Manual of mental disorders (currently in the 4th Edition).

DUI - Driving Under the Influence.

DVD – Digital Video Disc

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E

EP – **E**mergency **P**reparedness

ER - **E**mergency **R**esponse

F

FHSA - **F**acility **H**ealth **S**ervices **A**dministrator – the health authority responsible for MSP's inmate health care services.

FIN - **F**reestanding **I**solated **N**etwork – a group of computers networked only to each other.

FLSA - **F**air **L**abor **S**tandards **A**ct.

FMLA – **F**amily **M**edical **L**ease **A**ct

FS - **F**ood **S**ervice

FSD - **F**ood **S**ervice **D**irector – the employee, regardless of local title, (food service manager, food service supervisor, dairy director, dairy processing supervisor), responsible to manage the facility food service or food product operations.

FTE – **F**ull **T**ime **E**mployee

FTO – **F**ield **T**raining **O**fficer

G

GC - **G**rievance **C**oordinator – the staff member assigned to administer, investigate, and respond to offender grievances.

GFRP – **G**reat **F**alls **R**egional **P**rison

GMBI – **G**uilty **B**ut **M**entally **I**ll

H

HCR – **H**ealth **C**are **R**equest

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HR - Human Resources

HRB - Human Resource Bureau

I

IBTB - Information and Business Technology Bureau

ICMB - Investigation and Compliance Monitoring Bureau – the Department bureau designated to oversee investigations, safety and emergency operations, and compliance monitoring.

INF – Infirmary

IPPO – Institutional Probation and Parole Officer

IPS - Inner Perimeter Security

IT - Information Technology – all computers, systems, software, utilities, peripherals and networks which are owned, provided, or controlled by the Department or the State.

ITPR – Information Technology Purchase Request – a request for the purchase, installation and use of non-standard IT resources, such as software or hardware.

ITU - Intensive Treatment Unit

IWF - Inmate Welfare Fund - the special revenue fund that is the repository for net proceeds from inmate canteen purchases and telephone use, cash proceeds from the disposition of confiscated contraband, and any public money held for the needs of inmates and not otherwise allocated.

J

K

K-12 – Kindergarten through 12th grade

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KSA – **K**nowledge, **S**kills, and **A**bilities

L

LAN - **L**ocal **A**rea **N**etwork – A collection of computers that share resources such as applications, file systems, and printers.

- MDOC LAN – the Department of Corrections Local Area Network
- Offender LAN – a LAN for offender use that is not connected to the MDOC LAN.

LEA - **L**aw **E**nforcement **A**gency

M

MASC – **M**issoula **A**ssessment & **S**anction **C**enter

MCA – **M**ontana **C**odes **A**nnotated – or - **M**ontana **C**orrectional **A**ssociation

MCE - **M**ontana **C**orrectional **E**nterprises - the DOC division that operates work and training programs at DOC and contracted facilities, including agriculture, industries, vocational education, license plate factory, food factory, canteen, and the offender hobby store.

MDIU – **M**artz **D**iagnostic and **I**ntake **U**nit

MLEA – **M**ontana **L**aw **E**nforcement **A**cademy – in Helena.

MOU - **M**emorandum **o**f **U**nderstanding

MPTS - **M**ontana **P**risoner **T**ransport **S**ystem – the adult inmate transportation system located at MSP.

MSP - **M**ontana **S**tate **P**rison

MWP - **M**ontana **W**omen's **P**rison

N

NIC – **N**ational **I**nstitute of **C**orrections

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O

OJT - On the Job Training

OLW - Offender Library Worker – an offender assigned to work in a facility library in the Offender Legal Assistance Program.

OMIS – Offender Management Information System

OP - Operational Procedure – an internal MSP management document developed to provides staff with direction on how to implement a policy, action, or program.

OSHA – Occupational Safety & Health Administration

OSR - Offender/Staff Request form – the form, commonly referred to as a “kite,” designed for inmates to communicate with staff and by which staff may respond to inmates.

P

PD – Position Description

PHC - Pre Hearing Confinement

PHYCF - Pine Hills Youth Correctional Facility – the male youth facility in Miles City, MT.

PIECP – Prison Industry Enhancement Certification Program - the program, also referred to as PIE, that exempts certified state and local departments of correction and other eligible entities from normal restrictions on the sale of prisoner-made goods in interstate commerce.

PIO - Public Information Officer – the official spokesperson designated by the Warden to provide facility or program information to the public.

POST – the **Public Safety Officer Standards & Training** council that determines public safety officer qualifications, certification, and basic training requirements.

PPE - Personal Protective Equipment

PRC – Pre-Release Center

PREA - Prison Rape Elimination Act

PbV – Probation Violator

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PRO-Files – **P**rogram **R**eporting of **O**ffender files.

Pro se – when an inmate represents himself or herself in court without an attorney.

PV – **P**arole **V**iolator

R

RAC - **R**eligious **A**ctivity **C**enter

RAS - **R**estricted **A**dministrative **S**egregation

RFP - **R**equest **F**or **P**roposal – a request from a federal or state agency or a private foundation that asks potential grantees to submit applications or proposals about programs they wish to have funded.

RIF - **R**eduction **I**n work **F**orce – a management action taken for non-disciplinary reasons in which an employee is laid off from employment. The RIF may take place for reasons including, but not limited to: elimination of programs; reduction in FTEs by the legislature; lack of work; lack of funds; expiration of grants; reorganization of a state agency; or privatization of a service normally or traditionally provided by an employee of a department.

RYCF - **R**iverside **Y**outh **C**orrectional **F**acility

S

SASSI - **S**ubstance **A**buse **S**ubtle **S**creening **I**nventory

SCBA – **S**elf **C**ontained **B**reathing **A**pparatus

SME - **S**ubject **M**atter **E**xpert – a staff member who is recognized as having expertise in a specific subject area(s).

SOP - **S**ex **O**ffender **P**rogram

SPOC - **S**ite **P**oint of **C**ontact – an employee who is responsible for managing **VCS** equipment at a local site.

SRT – **S**pecial **R**esponse **T**eam

START – **S**anction, **T**reatment, **A**ssessment, **R**evocation & **T**ransition

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STG - Security Threat Group – a group of two or more individuals with a common interest, bond, or activity typically characterized by criminal or delinquent conduct.

I

TA - Technical Assistance – services provided by a federal or state agency or a private foundation to help the Department develop or improve programs.

TCSB – Technical Correctional Services Bureau

TSCTC – Treasure State Correctional Training Center – the male boot camp in Deer Lodge.

U

UA – Unrinalysis

UM – Unit Manager

UMT – Unit Management Team

V

VCS - Video Conferencing Services –the video services provided by the Department of Corrections through the Department of Administration including:
VisionNet – the vendor-provided services used by the DOC and Montana Court System
MetNet – Montana Education Telecommunications Network
TeleMed Consortium – includes REACH (Montana Telemedicine Network; Benefits Hospital, Great Falls), EMTN (Eastern Montana Telemedicine Network; Deaconess Hospital, Billings) and PHTN (Partners in Health Telemedicine Network; St. Vincent Hospital, Billings).
Point-to-Point conferencing among Department of Corrections video sites.

VINE - Victim Information and Notification Everyday – a telephone and email notification system that DOC purchases on contract from the Appriss Company, which provides custody status updates to victims whose adult offenders are under DOC supervision.

VIO - Victim Information Officer – a Department facility or program staff person who provides information and advocacy services for victims.

VIS - Victim Information Specialist – a Department staff person in the Director's Office, who manages the Victim-Offender Dialogue and VINE

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programs, is staff liaison for the Crime Victims Advisory Council, provides victim information and referrals, and represents victim interests in all Department matters.

VLAN – a network that is created specifically for offender use and is administered by the Department staff.

VOD - Victim-Offender Dialogue – a restorative justice program that brings together a victim and offender to discuss the crime and its effects under the direction of a trained facilitator.

W

WAN - Wide Area Network

WATCH – Warm Springs Addiction Treatment & Change